



Federal Program Officer Training Manual

Competitive RFA Creation

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Table of Contents

TABLE OF CONTENTS	I
DOCUMENT CONVENTIONS.....	I
GRANTS ONLINE OVERVIEW	1
<i>Grants Online Software Description</i>	1
GETTING STARTED	3
Accessing Grants Online	3
Logging in to Grants Online.....	4
CREATING A COMPETITIVE REQUEST FOR APPLICATION	7
<i>What You'll Need to Create a Competitive RFA</i>	7
Creating a New Competitive RFA	8
Building a Competitive RFA – Header Information	9
Creating a New Competitive RFA	10
<i>Click Create RFA button</i>	10
Building a Noncompetitive RFA – Search Information	11
<i>Additional Information</i>	13
Building a Competitive RFA– RFA Supplementary Information.....	13
Building a Competitive RFA – (Selected Addresses)	14
Building a Competitive RFA- (Selected Contacts)	17
5. SELECT ADD IF YOU WISH TO ADD ANOTHER PROGRAM ELEMENT/FUND PRIORITY 6. CLICK DONE	
COMPETITIONS.....	23
COMPETITIONS.....	24
Building a Competitive RFA- (Creating a Competition)	24
<i>Application Routing</i>	27
Building a Competitive RFA- (Application Routing)	27
Building a New Competitive RFA - (Changing Application Routing)	30
Building a Competitive RFA- (Minimum Requirements).....	37
<i>Application Package</i>	41
Building a Competitive RFA- (Application Package).....	41
<i>Special Award Conditions</i>	44
Building a Competitive RFA- (Special Award Conditions).....	44
REVIEW EVENT.....	48
Building a Competitive RFA- (Review Event)	48
<i>FFO and Omnibus Synopsis</i>	55
Building a Competitive RFA- (Publishing the RFA)	66

Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

Using this Guide Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions

Text; Example

Text in Bold; Click **Done**

Text in Italics; *RFA Details* screen appears.

Text in Bold Italics; ***Name***

Text in All Caps; LOGIN

What it means.

Indicates a command.

Indicates a screen.

Indicates data to be entered into a field.

Indicates a field name.

Notes and Warnings

Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning!

Business process may not work as desired or a procedure may produce an undesirable effect.

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Grants Online Overview

Overview The National Oceanic and Atmospheric Administration (NOAA) offer a variety of competitive and non-competitive grants or awards to various communities including States, Universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program policies to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive award, and for qualified designated applicants of non-competitive awards.

As part of its strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, award, management and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online is developed to answer several issues that occur during the award processing including:

- Reducing or eliminating paper forms for application.
- Provide an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reduce the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Reviewers.
- Serve the NOAA community in its efforts to meet its mission goals more effectively.

Grants Online Software Description

About Grants Online Grants Online operates in a web environment. As such, you will be required to use an internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have internet access. Logins and passwords are required and will be relayed to you once you are established within the system.



Note: You must have an Internet connection in order to access Grants Online.

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Getting Started

Overview When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users to navigate and use the system appropriately. In Grants Online, all actions within the system can be made through mouse and keyboard.

Overview Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop
 - Internet Explorer browser opens
2. Enter the following URL information in your address bar of your browser:
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
 - *Grants Online Login* page appears

Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-444-2112 or toll free at 1-877-662-2478.
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**

NOAA Grants Online

ABOUT GRANTS ONLINE | OPPORTUNITIES | PROGRAMS | SEARCH | SITE MAP | HELP

Welcome to Grants Online

General Public
Use our Public Search feature to see information pertaining to awarded NOAA grants.

Grant Applicants
To Find and Apply for a NOAA grant, go to the grants.gov website.

Current Grant Recipient
• View information about your current NOAA grants
• Submit post-award action requests, progress reports, and financial reports
• Correspond with your NOAA Program Officer and Grant Specialist

Reviewers
• Access current applications assigned to you
• Submit your review comments and scores

NOAA Staff
• Generate funding notices
• Review grant applications
• Select applications for award
• Process selected applications
• Award and manage grants
• Correspond with Grant Recipients

NOAA Grants Online is the premier Federal solution for full life-cycle grants management processing.

Username
Password
Password Lookup Enter

NOAA
Publication of the National Oceanic & Atmospheric Administration (NOAA), U.S. Department of Commerce.
Last Updated: 2005/02/09 17:35 v1.6
<http://www.noaa.gov>

Accessibility Privacy Policy



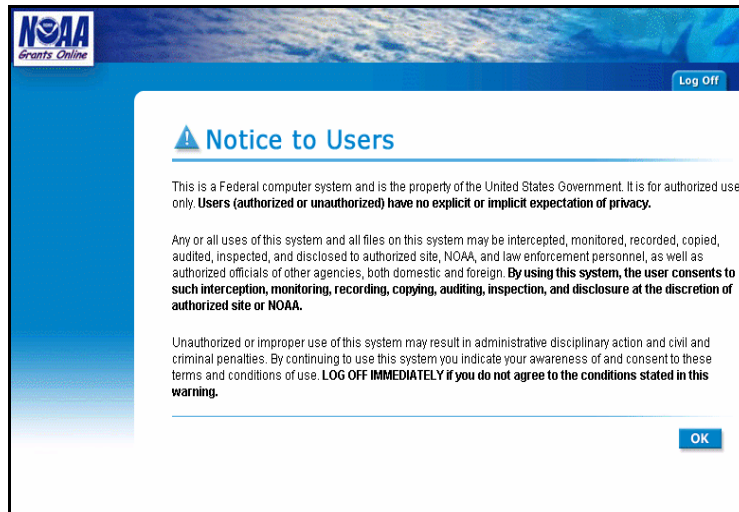
Warning!

If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account

If nothing happens when you click enter, it means the server is down and will need to be restarted.

Logging in to Grants Online

5. The Notice to Users screen appears
6. Review disclaimer information and click **OK**



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Creating a Competitive Request For Application

Overview This manual will help you learn how to create and publish a Competitive Request For Application (RFA).

Manual Objectives The Manual will address the following topics:

- Set up the RFA Header Information
- Create a Competition
- Select the Application Routing
- Set up the Minimum Requirements
- Create a Review Event
- Set up the Special Award Conditions
- Enter the Application Instructions
- Create a Review Event
- Publish the RFA
- Create the Federal Register Notice
- Create the Omnibus Synopsis

What You'll Need to Create a Competitive RFA

This RFA is the parent document that will guide both the applicant as well as the FPO. The applicant will use this information (which they will access via Grants.gov) to provide NOAA with a complete and quality proposal. The RFA also guides the Program Officer, Grants Specialist, Budget Officer, etc. in reviewing and examining the proposal. Creating the RFA is the first step that is taken by the Program Officer. In order to do so, you will need the following information:

1. RFA Name – the “name” is identified by the Program Officer. There is no right or wrong name, however, easily identifiable and shorter names are the most effective.
2. CFDA Number
3. Fiscal Year
4. Approximate funding amount for the RFA
5. Funding Amount for the Competition
6. Application due date
7. Review Event Start and End date
8. Contact person within NOAA who will be responsible for answering questions related to the RFA
9. Name of Program Officers who will process the proposals (these names will be identified during the Routing phase of the RFA creation)
10. Application Instructions – which forms the applicant must include in the proposal

Creating a New Competitive RFA

1. Select the RFA tab located at the top of the webpage
2. Select the “Competitive” and “Create New from Scratch” options
3. Click **Create RFA** button

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Megan Agy. Log Off

Advisories >> Create RFA

Create RFA

Choose Type:

☒ Competitive ☐ Noncompetitive

Choose Action:

☒ Create New from Scratch ☐ Create New from Existing

Create RFA

Building a New Competitive RFA

Once you have successfully selected the option to Create a New Competitive RFA, you will need to start building the RFA by populating the mandatory fields (denoted by a *****) with data.

Building a Competitive RFA – Header Information

1. RFA Name (required)
2. Fiscal Year (required)
3. Anticipated Publication Date (cannot be today's date or any date in the past)
4. Select an Assigned Program Office (required)
5. Select an Assigned Program Officer (required)
6. Select a CFDA Number (required)
 - a. Only CFDA numbers associated with your line office will appear. If you have a new CFDA number not in this list, contact the Help Desk
7. Select a Sub Program
8. Click the **Save** button

Create Competitive RFA

RFA Name*	<input type="text"/>
Fiscal Year* (YYYY)	<input type="text"/>
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	<input type="text"/>
Line Office*	
Assigned Program Office*	-Select a Program Office- ▼
Assigned Program Officer*	-Select a Program Officer- ▼
CFDA Number*	-Select a CFDA #- ▼
Sub Program	-Select a Sub Program- ▼
<div>Save Cancel</div>	

Creating a New Competitive RFA



Note: Pages 10 and 11 represent creating a New RFA from an Existing one. For creating an RFA from Scratch, continue on page 12. The remaining steps will be the same for both actions.

1. Select the RFA tab located at the top of the webpage
2. Select the “Competitive” and “Create New from Existing” options

Click Create RFA button

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Megan Agy. Log Off

Advisories >> Create RFA

Create RFA

Choose Type:

☒ Competitive ☐ Noncompetitive

Choose Action:

☐ Create New from Scratch ☒ Create New from Existing

Create RFA

Building a New Competitive RFA

Once you have successfully selected the option to Create a New Competitive RFA, you will need to search for the existing RFA that you wish to build on.

Building a Noncompetitive RFA – Search Information

1. RFA Title
2. Funding Opportunity Number
3. CFDA Number
4. Fiscal Year (required)
5. Click **Search**
6. Click the **Select** Link beside the RFA ID

NOAA Grants Online

Welcome to Grants Online Dorothy Fryar. [Log Off](#)

[Inbox](#) [RFA](#) [Application](#) [Award](#) [Account Management](#) [System Administration](#) [Manage Certifications](#) [Reports](#) [Help](#)

[Create RFA](#)

[Search RFAs](#)

[Advisories](#) >> [Search RFAs](#) >> [RFA](#) >> [Create RFA](#)

Search for RFA

RFA Title :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :
(use format YYYY)

Selected Type : Noncompetitive

[Search](#) [Reset](#)

Search Results

One item found.1

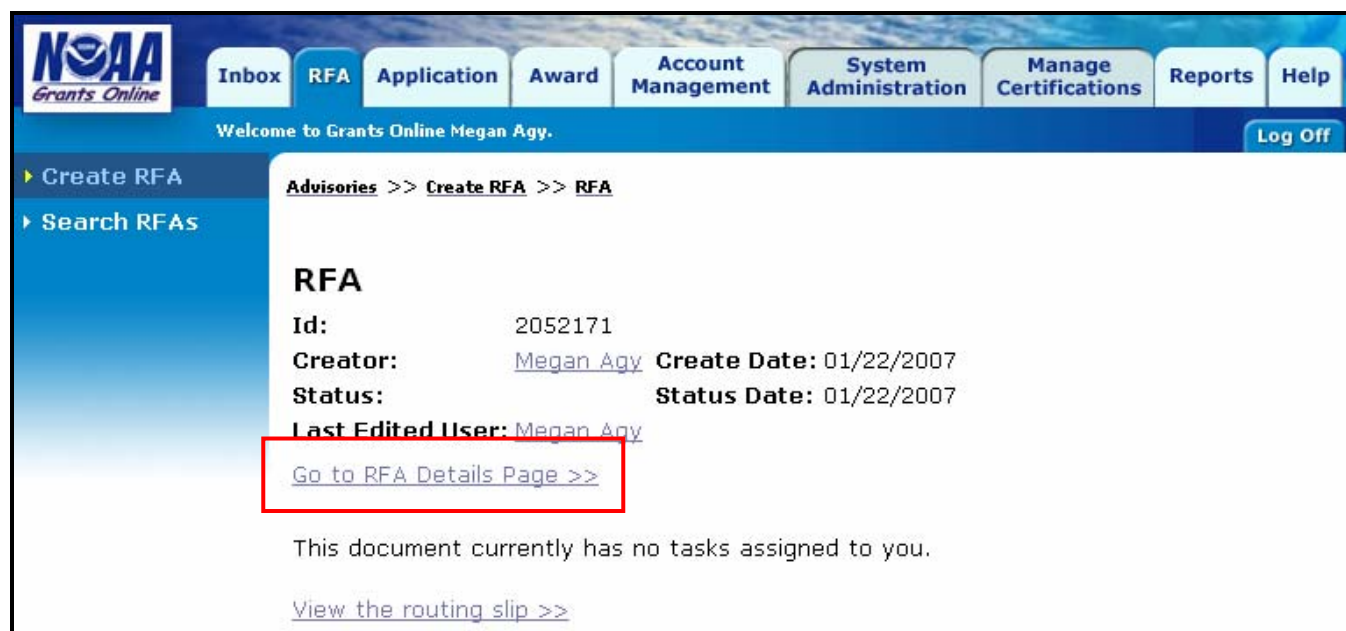
Action	RFA Id	Name	Type	Announcement Type	Line Office Id	CFDA Number	CFDA Sub Name	FFO Number	Fiscal Year	Publication Date	Competition Id	Competitive Name
Select	2046074	Joint Hurricane Testbed	N	I	1001331	11.431	0	OAR-OWAQ-2006-2000737	2006	2006-05-22		



Note: The RFA launch page only appears when doing “Create New from Existing”. When doing “Create New from Scratch” you will be taken directly to the RFA details page. The remaining steps are the same for both Creating New RFA from Scratch and for Creating New RFA from Existing.

Building a New Competitive RFA – Additional Information

You will now need to click on the **Go to RFA Details Page**.



The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message: "Welcome to Grants Online Megan Agy." with a "Log Off" button. On the left, there is a sidebar with "Create RFA" and "Search RFAs". The main content area shows the RFA details for ID 2052171, created by Megan Agy on 01/22/2007. The status is also 01/22/2007, and the last edited user is Megan Agy. A red box highlights the link "Go to RFA Details Page >>". Below this, it states "This document currently has no tasks assigned to you." and provides a link "View the routing slip >>".

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Megan Agy. Log Off

► Create RFA
► Search RFAs

Advisories >> Create RFA >> RFA

RFA

Id: 2052171
Creator: [Megan Agy](#) **Create Date:** 01/22/2007
Status: **Status Date:** 01/22/2007
Last Edited User: [Megan Agy](#)

[Go to RFA Details Page >>](#)

This document currently has no tasks assigned to you.

[View the routing slip >>](#)

Additional Information

Upon successfully saving the RFA Header information, you will be prompted to enter additional information about the RFA. This information includes funding amounts, due dates, contact information, and application routing. The specifics for this process are demonstrated below:

Building a Competitive RFA– RFA Supplementary Information

1. Anticipated Funding Amounts
2. Anticipated Award Amount (Min and Max)
3. Anticipated Number of Awards (Min and Max)

Competitive RFA Details

RFA Header Information

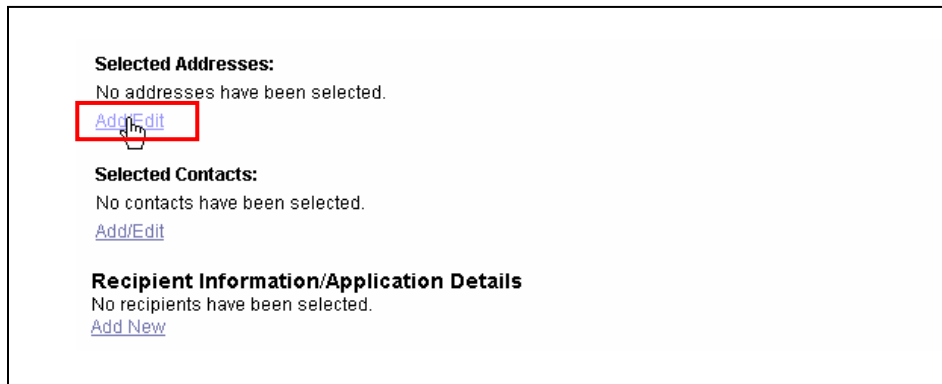
Document ID	2052212
RFA Name*	TEST
Fiscal Year* (YYYY)	2007
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	02/07/2007
Funding Opportunity Number	OAR-SG-2007-2000913
Line Office*	Oceanic and Atmospheric Research (OAR)
Assigned Program Office*	OAR National Sea Grant College Program (SG) ▼
Assigned Program Officer*	Smithers, Cinama ▼
CFDA Number*	11.476 - Small Business Innovation Research Program - DISCONTINUED ▼
Sub Program	-Select a Sub Program- ▼

RFA Supplementary Information

Anticipated Funding Amount \$		Actual Funding Amount \$	
	Min	Max	
Anticipated Award Amount \$			
Anticipated Number of Awards			

Building a Competitive RFA – (Selected Addresses)

1. Click **Add/Edit** to identify an address. This is the location all paper based proposals will be sent (Please note: the picture below represents a lower portion of the Grants Online screen – you may have to scroll down to see it)

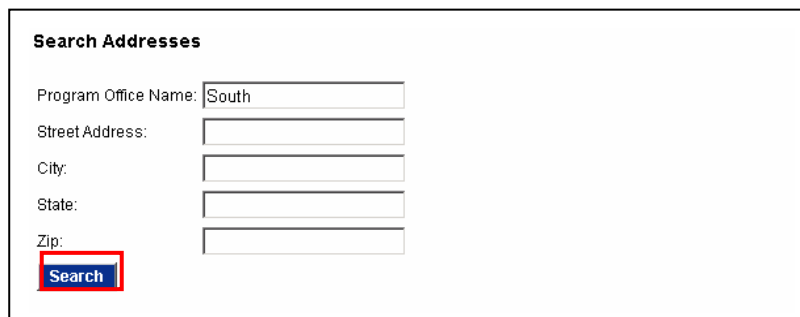


Selected Addresses:
No addresses have been selected.
[Add/Edit](#)

Selected Contacts:
No contacts have been selected.
[Add/Edit](#)

Recipient Information/Application Details
No recipients have been selected.
[Add New](#)

2. Type in search Query (usually Program Office Name)
3. Click **Search**



Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:

[Search](#)



Note: If you enter search criteria into more than one field, you are asking the system to search and match all the information you entered. We recommend you enter the organization's name you are looking for and search – rather than entering the organization's name and address, etc.

Building a Competitive RFA – (Selected Addresses)

4. Select the address you wish to choose by clicking in the check box next to your selection (see picture below)
5. Click **Add to RFA**

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The main content area is titled 'Competitive RFA Details' and contains the following information:

Competitive RFA Details

RFA Header Information

Document ID:	2052214	CFDA Number:	11.417
Announcement Type:	Initial	SubProgram:	None
Funding Opportunity Number:	OAR-SG-2006-2000914	Assigned Program Office:	OAR N College
Line Office:	Oceanic and Atmospheric Research (OAR)	Assigned Program Officer:	Dorn V
RFA Name:	Copy2 of Ballast Water Technology Demonstration Program (Research, Development, Testing and Evaluation Facility)	Anticipated Publication Date:	04/08/
Fiscal Year:	2006		

Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:

Search Results

9 items found, displaying all items.1

<input type="checkbox"/>	Program Office Name	Address
<input type="checkbox"/>	University of Texas, El Paso	500 W. University AvenueAdministration BuildingRoom 209, El Paso, TX 79968-5816 USA
<input type="checkbox"/>	University of Texas, San Antonio	6900 North Loop1604 West, San Antonio, TX 78249 USA
<input type="checkbox"/>	University of Texas, Arlington	UTA Box 19049, Arlington, TX 76019-0001 USA
<input type="checkbox"/>	University of Texas, Dallas	P O BOX 830688, Richardson, TX 75083-0688 USA
<input type="checkbox"/>	University of Texas, El Paso	Postfach 3060, Saarstrasse 23, El Paso, TX 79902 USA
<input type="checkbox"/>	The University of Texas at Austin	Office Of Sponsored Projects North Office Bldg, Suite 4.300, 101 E. 27th PO Box 7726, Austin, TX 78797 USA
<input type="checkbox"/>	University of Texas, Austin	750 Channelview Drive, Port Aransas, TX 78373-5015 USA
<input type="checkbox"/>	University of Texas	750 Channelview Drive, Port Aransas, TX 78373 USA
<input type="checkbox"/>	University of Texas, Smithville	Park Road I-C, Smithville, TX 78957 USA

Building a Competitive RFA - (Selected Addresses)

6. If you need to add another address, complete steps 2-5 again. If you made a mistake, and want to remove this address, click the check box by the organization's name and select **Remove from RFA**. You will then need to complete steps 2-5 to select a new address.
7. Once you are satisfied with your selected address(es), click **Save and Return to Main**

Search Addresses

Program Office Name:
Street Address:
City:
State:
Zip:

Search Results

Nothing found to display.

Selected Addresses for this RFA

One item found.¹

<input type="checkbox"/>	<u>Program Office Name</u>	<u>Address</u>
<input type="checkbox"/>	SOUTH EAST REGIONAL OFFICE - NMFS	1315 East-West Highway, Silver Spring, MD 20910 USA

Selected Contacts

A minimum of one search criteria must be entered when searching for contacts. You will be able to search by First Name, Last Name, Org Name, Street, City, State, Zip, Phone or Email.

Building a Competitive RFA- (Selected Contacts)

1. Click on the **Add/Edit** button under *Selected Contacts*. This is the person the applicant will contact with any questions about this funding opportunity.

Competitive RFA Details

RFA Header Information

Document ID

103784

Announcement Type

Line Office *

NATIONAL MARINE FISHERIES SERVICE

Funding Opportunity Number

NMFS-SERO-2005-100312

RFA Name *

Competitive FPO Manual

Fiscal Year *

2005

Anticipated Publication Date *

05/10/2005

Assigned Program Office *

SOUTH EAST REGIONAL OFFICE - NMFS

Assigned Program Officer *

Peterson, Charles

CFDA Number *

11.433 - MARINE FISHERIES INITIATIVE

Sub Program

SE Competitive

RFA Supplementary Information

Anticipated Funding Amount \$

1000000

Actual Funding Amount \$

Min

Max

Anticipated Award Amount \$

250000

500000

Anticipated Number of Awards

1

4

Selected Addresses:

Street Address

City, State, Zip

1315 East-West Highway

Silver Spring, MD 20910

Add/Edit

Selected Contacts:


No contacts have been selected.

Add/Edit

Building a Competitive RFA- (Selected Contacts)

2. Enter the search information for the individual you would like to identify and click **Search**

Search Contacts

First Name:
Last Name:
Org Name:
Street:
City:
State: 
Zip:
Phone:
Email:

Building a Competitive RFA- (Selected Contacts)

3. Select the address you wish to choose by clicking in the check box next to your selection (see picture below)
4. Click **Add to RFA**

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Search

Search Results

One item found.1

<input type="checkbox"/>	Contact Name	Org Name	Address	Phone	Email
<input checked="" type="checkbox"/>	Charles E. Alexander	National Ocean Service (NOS)	1305 EAST WEST HWY Silver Spring, MD 20910-3281	301-713-3125	test@aa.com

Add to RFA

Building a Competitive RFA- (Selected Contacts)

5. If you need to add another contact, complete steps 2-4 again. If you made a mistake, and want to remove this individual, click the check box by the person's name and select **Remove from RFA**. You will then need to complete steps 2-4 to select a new address.
6. Once you are satisfied with your selected contact(s), click **Save and Return to Main**

Search Contacts

First Name:
Last Name:
Org Name:
Street:
City:
State:
Zip:
Phone:
Email:

Search Results

Nothing found to display.

Selected Contacts for this RFA

2 items found, displaying all items. 1

<input type="checkbox"/>	Contact Name	Org Name	Address	Pho
<input type="checkbox"/>	Ms. Megan Ann Agy	OAR National Sea Grant College Program (SG)	1315 EAST WEST HWY, Silver Spring, MD 20910-3282	301-243
<input type="checkbox"/>	Charles E. Alexander	National Ocean Service (NOS)	1305 EAST WEST HWY, Silver Spring, MD 20910-3281	301-312

Building a Competitive RFA - (Program Elements/Funding Priorities)

1. Select **Add/Edit**

Selected Addresses *

Street Address	City, State, Zip
500 W. University AvenueAdministration BuildingRoom 209	El Paso, TX 79968-5816

[Add/Edit](#)

Selected Contacts *

Contact Name	Phone	Address	Email
Mr. Dorn W. Carlson	(301) 713-2435	1315 EAST WEST HWY, Silver Spring , MD 20910	test@aa.com

[Add/Edit](#)

Program Elements/Funding Priorities *

No Program Elements/Funding Priorities Available

[Add/Edit](#)

Building a Competitive RFA - (Program Elements/Funding Priorities)

2. Input the Program Element/Fund Priority Name
3. Input a Description
4. Click **Save**

Advisories >> Create RFA >> RFA

Competitive RFA Details

RFA Header Information

Document ID:	2052214	CFDA Number:
Announcement Type:	Initial	SubProgram:
Funding Opportunity Number:	OAR-SG-2006-2000914	Assigned Program Officer:
Line Office:	Oceanic and Atmospheric Research (OAR)	Assigned Program Officer:
RFA Name:	Copy2 of Ballast Water Technology Demonstration Program (Research, Development, Testing and Evaluation Facility)	Anticipated Publication Date:
Fiscal Year:	2006	

Add Program Element/Funding Priority

Program Element/Fund Priority Name: *

TEST

Description: *

TEST

4 / 4000

Spell Check

Save

Cancel

Building a Competitive RFA - (Program Elements/Funding Priorities)

5. Select Add if you wish to add another Program Element/Fund Priority

6. Click Done

Program Element/Fund Priorities

Order	PE/FP Name	Description	Edit	Delete
1	TEST	TEST	Edit	Delete

[Reorder](#)

[Add >>](#)

[<< Done](#)

Competitions

Every competitive RFA in Grants Online needs to have a competition. The competition is the meat and bones of a competitive RFA in that it is the place where the FPO defines due dates, funding amounts, routing, recipient types, review events (a necessity), minimum requirements, etc. You may have multiple competitions under one RFA, as each competition results in a selection package. However, please note that each competition also needs a Review Event. Review Events are discussed at a later point in this manual.

Building a Competitive RFA- (Creating a Competition)

1. Click **Save** to capture the changes we've made so far
2. Click **Add New** under the Competitions header to create a new competition

Competitive RFA Details			
RFA Header Information			
Document ID	103784		Announcement Type
Line Office *	NATIONAL MARINE FISHERIES SERVICE		Funding Opportunity Number NMFS-SERO-2005-100312
RFA Name *	Competitive FPO Manual		
Fiscal Year *	2005	Anticipated Publication Date *	05/10/2005
Assigned Program Office *	SOUTH EAST REGIONAL OFFICE - NMFS	Assigned Program Officer *	Peterson, Charles
CFDA Number *	11.433 - MARINE FISHERIES INITIATIVE		
Sub Program	SE Competitive		
RFA Supplementary Information			
Anticipated Funding Amount \$	1000000	Actual Funding Amount \$	
	Min	Max	
Anticipated Award Amount \$	250000	500000	
Anticipated Number of Awards	1	4	
Selected Addresses:			
Street Address	City, State, Zip		
1315 East-West Highway Silver Spring, MD 20910			
Add/Edit			
Selected Contacts:			
Contact Name	Phone	Address	Email
Mr. Charles Marcus Peterson 301-713-0105 1315 East-West Highway, Silver Spring, MD 20910 charles.peterson@noaa.gov			
Add/Edit			
Program Elements/Funding Priorities:			
No Program Elements/Funding Priorities Available			
Add/Edit			
Competitions:			
Press Save before selecting the following link(s)			
No Competition			
Add New			
Save	Create Publication(s)	Save & Continue	Cancel

Building a Competitive RFA- (Creating a Competition)

3. Enter Competition Name (automatically defaults to be the same name as the RFA)
4. Enter Fiscal Year
5. Select Competition Type
6. Select Competition Manager (this is the person who will work on the Selection Package, Confirm Review Events, etc.)
7. Click **Save**

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson Log Off

▼ Create
▼ Search

Competitive RFA Details

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Charles Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/10/2005
Fiscal Year:	2005		

Competition Name * Fiscal Year *

Competition Type * ☒ Group ☐ Individual Qualification

Competition Manager *

Save **Cancel**

Building a Competitive RFA- (Creating a Competition)

8. Select Selecting Official
9. Select applicable Recipient Types (those recipients who are eligible to compete for funding)
10. Enter the Anticipated Federal Funding for this competition (Min and Max)
11. Enter the Application due date
12. Enter the Application due time
13. Enter the Anticipated Award Date

Competition Name *	TEST	Fiscal Year *	2007
Competition Type *	<input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		
Competition Manager *	Cinama Smithers	Selecting Official *	James Murray
Available Recipient Type		Selected Recipient Type	
<div>County Government Special District Government U.S. Territory or Possession Independent School District</div>		<div>State Government City or Township Government Regional Organization</div>	
Actual Funding Amount for this Competition			
<div>MinMax</div>			
Anticipated Federal Funding for this Competition *		1000000	
Required Federal Funding (in Dollars) per Application			
Cost Share (%) per Application			
Anticipated Competition Schedule			
Pre-Application	Due Date		Time : PM
Application *	Days after RFA Publication Date	10	Time : 10:00 PM
Anticipated Award Date *		100 Days after Application Due Date	
View Anticipated Competition Schedule			

Application Routing

Selecting the application routing is required when creating any RFA. This will determine who will process the proposal/application. You have the ability to identify routing by workload, state or Priority/Program Element. Upon selecting a routing method, the other methods will be “disabled”. If a routing method has been selected in error, the user must clear all selections made and save the changes.



Warning!

If you neglect to configure routing, the applications will NOT be sent to an FPO for processing. This is a necessary action!

Building a Competitive RFA- (Application Routing)

1. Select either Workload or State routing
 - a. Workload: This routing method means you select different individuals who will receive applications throughout workflow. Each application will be distributed on a round robin basis depending on the individuals you designate in the workload routing.
 - b. State routing: This routing method allows for you to create groups by states. You can identify a single state, or a group of states you would like in a group, and then you can identify the Program Officers that would look at the applications from that particular group of states.
2. Once you have chosen a routing type (Workload or State), select **Configure Routing**

Application Routing

☐ Workload ☐ State

Configure Routing




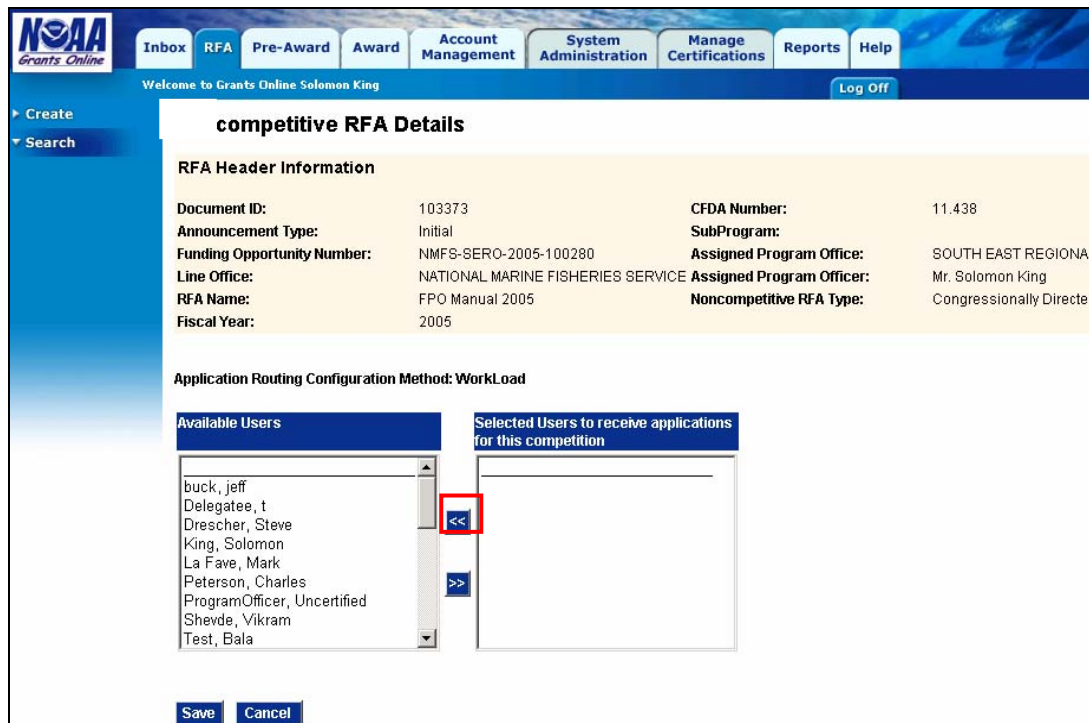
Note: Workload is the option selected in most cases. Whoever is identified as the selected user in routing will be the person who receives the task to perform the Minimum Requirements on the submitted application. The Federal Program Officer (FPO) who receives this task has the ability to reassign the task to another FPO.



Warning: **Whoever completes the task to perform minimum requirements on the application is the individual who will “own” that application. That FPO will also receive tasks to perform and work on the following actions:**
Conduct Negotiations, PO Checklist, Procurement Request and Commitment of Funds (CD 435) and NEPA Document.

Building a Competitive RFA- (Application Routing)

3. Click on the name of the person(s) you would like to receive applications (to select more than one, hold down the Ctrl key and use the mouse to highlight) and then click on the  button. The selected individuals will now display in the *Selected Users to receive applications for this competition* field. Remember, if you identify more than one individual, the applications will be routed in a round robin format.



competitive RFA Details

RFA Header Information

Document ID:	103373	CFDA Number:	11.438
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMFS-SERO-2005-100280	Assigned Program Officer:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Solomon King
RFA Name:	FPO Manual 2005	Noncompetitive RFA Type:	Congressionally Directed
Fiscal Year:	2005		

Application Routing Configuration Method: WorkLoad

Available Users

- buck, jeff
- Delegatee, t
- Drescher, Steve
- King, Solomon
- La Fave, Mark
- Peterson, Charles
- Program Officer, Uncertified
- Shevde, Vikram
- Test, Bala

<<

>>

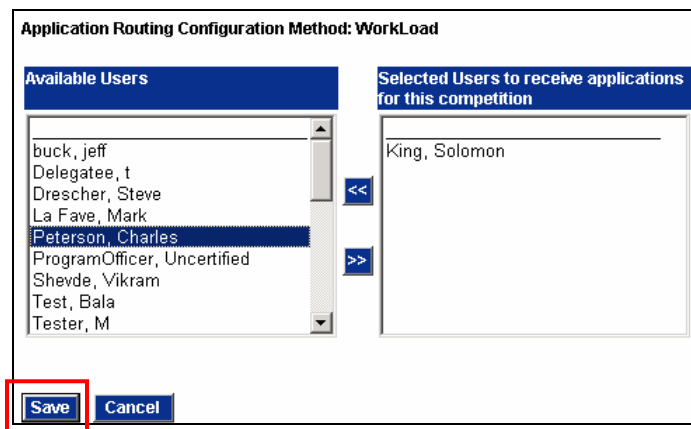
Selected Users to receive applications for this competition

Save Cancel



Note: If a user has been selected in error, highlight the name and click the top double arrows to push the user back to the Available User box.

4. Once you have selected the appropriate person(s), click **Save**
 - a. Click **Cancel** to go back to the previous page (without capturing your changes)



Application Routing Configuration Method: WorkLoad

Available Users

- buck, jeff
- Delegatee, t
- Drescher, Steve
- La Fave, Mark
- Peterson, Charles
- Program Officer, Uncertified
- Shevde, Vikram
- Test, Bala
- Tester, M

<<

>>

Selected Users to receive applications for this competition

King, Solomon

Save Cancel

Building a Competitive RFA- (Application Routing)

You will now be taken back to the competition detail screen. As you can see, State Routing and Program Element are both listed as disabled. This is because you can only have one routing method per RFA.

4. At this point in time, click the **Save** button at the bottom of the page. We have now entered ALL the mandatory information, so your work will now save.
 - a. **Cancel** will take you out of this page without capturing the changes you made
 - b. **Save and Continue** will initiate workflow – do not click this button until you have completed the RFA

Competition Name * <input type="text" value="Knauss 2007"/>		Fiscal Year * <input type="text" value="2007"/>
Competition Type * <input type="radio"/> Group <input checked="" type="radio"/> Individual Qualification		
Competition Manager * <input type="text" value="Jacques Oliver"/>		Selecting Official * <input type="text" value="Jonathan Eigen"/>
Available Recipient Type <input type="text" value="State Government"/> <input type="text" value="County Government"/> <input type="text" value="City or Township Government"/> <input type="text" value="Special District Government"/>		Selected Recipient Type <input type="text" value="Public/State Controlled Institution"/> <input type="text" value="Private Institution of Higher Education"/>
Actual Funding Amount for this Competition <input type="text" value="2,075,000.00"/>		
<div style="display: flex; justify-content: space-between;"> Min Max </div>		
Anticipated Federal Funding for this Competition *		<input type="text" value="2,075,000.00"/>
Required Federal Funding (in Dollars) per Application		<input type="text" value="41,500.00"/>
Cost Share (%) per Application		<input type="text" value="100"/>
Anticipated Competition Schedule		
Pre-Application	Due Date <input type="text"/>	Time : <input type="text"/> PM <input type="text"/>
Application *	Due Date <input type="text" value="01/23/2007"/>	Time : <input type="text"/> PM <input type="text"/>
Anticipated Award Date * <input type="text" value="300"/> Days after Application Due Date		
View Anticipated Competition Schedule		
Application Routing *		
<input checked="" type="radio"/> Workload -- <input type="radio"/> State (Disabled) Configure Routing		
If you are creating this competition, press Save before selecting the following links.		
<ul style="list-style-type: none"> Review Events Special Award Conditions 	<ul style="list-style-type: none"> Minimum Requirements Application Package * 	
<input type="button" value="Save"/>	<input type="button" value="Save & Continue"/>	<input type="button" value="Cancel"/>

Building a New Competitive RFA - (Changing Application Routing)

If you have determined that you selected the wrong routing type, and wish to change it, perform the following steps: *(If you would like to continue creating your RFA, skip to page 37)*

1. Click on **Configure Routing**

The screenshot displays the 'Building a New Competitive RFA' form. At the top, fields for 'Competition Name' (Knauss 2007) and 'Fiscal Year' (2007) are visible. Below these are 'Competition Type' (Group selected), 'Competition Manager' (Jacques Oliver), and 'Selecting Official' (Jonathan Eigen). A section titled 'Available Recipient Type' lists options like 'State Government' and 'County Government', with 'Public/State Controlled Institution of Higher Education' selected in the 'Selected Recipient Type' column. Funding details include 'Actual Funding Amount' (2,075,000.00), 'Anticipated Federal Funding' (2,075,000.00), and 'Required Federal Funding' (41,500.00). The 'Anticipated Competition Schedule' section shows 'Pre-Application' and 'Application' due dates, with the application due date set to 01/23/2007. At the bottom, the 'Application Routing' section shows 'Workload' selected, 'State (Disabled)' as an option, and the 'Configure Routing' button highlighted with a red rectangle. Below this, there are links for 'Review Events', 'Special Award Conditions', 'Minimum Requirements', and 'Application Package'. At the very bottom are 'Save', 'Save & Continue', and 'Cancel' buttons.

Building a New Competitive RFA - (Changing Application Routing)

2. Highlight the names of the individuals that had previously been selected and click the << button
3. Click **Save**

Application Routing Configuration Method: WorkLoad

Available Users		Selected Users to receive applications for this competition
buck, jeff Delegatee, t Drescher, Steve La Fave, Mark Peterson, Charles ProgramOfficer, Uncertified Shevde, Vikram Test, Bala Tester, M	<< >>	King, Solomon

Save Cancel

Building a Competitive RFA- (Changing Application Routing)

4. You will be taken back to the *Competitive RFA Details* screen. (Note that none of the routing buttons are listed as disabled)
5. Select the radial button next to State
6. Click **Configure Routing**

Competition Name *	Competitive FPO Manual		Fiscal Year *	2005	
Competition Type *	<input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		Competition Manager *	Charles Peterson	

Available Recipient Type		Selected Recipient Type
County Government	<<	State Government
City or Township Government	>>	Local Government
Interstate		Independent Schools District
Intermunicipal		State Controlled Institution of Higher Learning

Actual Funding Amount for this Competition		
	Min	Max
Anticipated Federal Funding for this Competition *	250,000.00	500,000.00
Required Federal Funding (in Dollars) per Application		
Cost Share (%) per Application		

Anticipated Competition Schedule

Pre-Application	Due Date		Time:		PM
Application *	Days after RFA Publication Date	30	Time:	05:00	PM
Anticipated Award Date *	190	Days after Application Due Date			

View Anticipated Competition Schedule

Application Routing

☒ Workload ☐ State

Configure Routing

If you are creating this competition, press Save before selecting the following links.

- [Review Events](#)
- [Minimum Requirements](#)
- [Special Award Conditions](#)
- [Application Package *](#)

Save **Save & Continue** **Cancel**

Building a Competitive RFA- (Changing Application Routing)

7. Click **Add New**

Application Routing Configuration Method: State
No state routing groups have been created

[Add New](#)

Cancel

Save and Return to Main

Building a Competitive RFA- (Changing Application Routing)

8. Provide a name for your routing group (you can have multiple groups)
9. Highlight the states you would like to include in your routing group, and use the >> button to select them
10. Highlight the users who will work on applications from the states in this group and use the >> button to select them
 - a. Proposals/applications from the states in this routing group will go to the Federal Program Officer selected so that the FPO can perform the Minimum Requirements check on the submitted application. Each application will be distributed on a round robin basis amongst the selected users you chose in this routing group.
11. Click the **Save** button

Application Routing Configuration Method: State

8. → Routing Group Name* North East Region

9. → Available States: Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina. Selected States: Delaware, Connecticut, Maine, Massachusetts.

10. → Available Users: Drescher, Steve, La Fave, Mark, Peterson, Charles, Program Officer, Uncertified, Shevde, Vikram, Test, Bala. Selected Users: King, Solomon.

11. → Save



Warning!

If an application comes in from a state that you did not select in any of your routing groups, then it will NOT be routed through in workflow.
Example: if an application comes in from PA, but PA was never selected as a state in any of the routing groups, then the application will not be routed to anyone.

Building a Competitive RFA- (Changing Application Routing)

12. You now have one routing group identified. Select Edit or Delete if you would like to make changes to this group
13. Click on **Add New** to identify another routing group

Application Routing Configuration Method: State

Name	States Assigned	Actions
North East Region	Connecticut Delaware Massachusetts Maine	Edit Delete

[Add New](#)

[Cancel](#)

[Save and Return to Main](#)

14. When creating a new group, note that states already selected appear as seen below in the red box – this is to let you know not to select that state again.
15. Follow steps 8-11 to create another routing group.

Application Routing Configuration Method: State

Routing Group Name*

Available States		Selected States
California	<div><<</div> <div>>></div>	
Colorado		
<CT>		
<DE>		
District of Columbia		
Federated States of Micronesia		

Available Users		Selected Users
buck, jeff	<div><<</div> <div>>></div>	
Delegatee, t		
Drescher, Steve		
King, Solomon		
La Fave, Mark		

[Cancel](#) [Save](#)

Building a Competitive RFA- (Changing Application Routing)

16. Once you have created all the groups you need, click **Save and Return to Main**

Application Routing Configuration Method: State

Name	States Assigned	Actions
North East Region	Connecticut Delaware Massachusetts Maine	Edit Delete
West Coast	California Colorado New Mexico Nevada Oregon	Edit Delete

[Add New](#)

[Cancel](#)

[Save and Return to Main](#)

Building a Competitive RFA- (Minimum Requirements)

We now want to work on the hyperlinks displayed below the routing section: Minimum Requirements, Application Instructions, Special Award Conditions and Review Events.

1. Before you click on any of the hyperlinks in the, click the **Save** button
2. Click on the **Minimum Requirements** link

Competition Name *	Competitive FPO Manual		Fiscal Year *	2005	
Competition Type *	<input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		Competition Manager *	Charles Peterson	

Available Recipient Type		Selected Recipient Type
County Government	<<	State Government
City or Township Government		Local Government
Interstate	>>	Independent Schools District
Intermunicipal		State Controlled Institution of Higher Learning

Actual Funding Amount for this Competition		
	Min	Max
Anticipated Federal Funding for this Competition *	250000	500000
Required Federal Funding (in Dollars) per Application		
Cost Share (%) per Application		

Anticipated Competition Schedule

Pre-Application	Due Date		Time:		PM
Application *	Days after RFA Publication Date	30	Time:	05:00	PM
Anticipated Award Date *	190	Days after Application Due Date			

[View Anticipated Competition Schedule](#)

Application Routing

☒ Workload
 -- *State (Disabled)*
-- *Program Element (Disabled)*
[Configure Routing](#)

If you are creating this competition, press **Save** before selecting the following links.

- [Review Events](#)
- [Minimum Requirements](#)
- [Special Award Conditions](#)
- [Application Package *](#)

[Save](#)
[Save & Continue](#)
[Cancel](#)

Building a New Competitive RFA- Other (Minimum Requirements)

A standard set of minimum requirements is automatically populated in this screen.

1. To view or edit a requirement, select **Edit**
2. To delete a requirement, click **Delete**

Selected Minimum Requirements

Priority	Requirement Name	Actions
1	Eligible Applicant	Edit Delete
2	Application Received by Deadline	Edit Delete
3	Application Meets Minimum Federal Funding	Edit Delete
4	Application Meets Maximum Federal Funding	Edit Delete
5	Application Meets Minimum Match	Edit Delete
6	Application Meets Maximum Match	Edit Delete
7	Complete Application	Edit Delete

[Reorder](#)

[Add >>](#)

[<< Done](#)



Note: As an FPO, you are identifying the requirements that the applicant must meet in order to be considered for an award under this RFA. The purpose of this section is for you to denote the items you want verified when an application is submitted. This allows for evaluation consistency across all applicants under this RFA.

Building a Competitive RFA- (Minimum Requirements)

3. To add a new requirement click **Add>>** (as seen on the previous page)
4. Enter the requirement name
5. Enter the description of the requirement
6. Click **Save**
7. Click **Cancel** to go back to the previous page (any changes made on the page will not be saved)

Add Minimum Requirement

Name: *

Spell Check

Enter specifics here

Description: *

Save

Cancel

Building a Competitive RFA- (Minimum Requirements)

8. The system will take you back to the Minimum Requirements page, where you can add a new requirement, reorder existing requirements, or select **<<Done** to continue working on the RFA

Selected Minimum Requirements

Priority	Requirement Name	Actions
1	Eligible Applicant	Edit Delete
2	Application Received by Deadline	Edit Delete
3	Application Meets Minimum Federal Funding	Edit Delete
4	Application Meets Maximum Federal Funding	Edit Delete
5	Application Meets Minimum Match	Edit Delete
6	Application Meets Maximum Match	Edit Delete
7	Complete Application	Edit Delete
8	Name of New Requirement	Edit Delete

[Reorder](#)

[Add >>](#)

<< Done

9. Once you click **<<Done**, the system will bring you back to the *Competition Details* screen.

Application Package

This section allows for you to identify what types of forms the applicant needs to submit as part of their application package. The forms that are listed under the *Available Forms* section represent the OMB approved Pure Edge Viewer forms. If you require an additional form that is not listed, you may add that form to the instructions (see steps 4-6 below).

Building a Competitive RFA- (Application Package)

1. Scroll down to the bottom of the screen and click on the **Application Package** link

Competition Name * Competitive FPO Manual		Fiscal Year * 2005	
Competition Type * <input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		Competition Manager * Charles Peterson	

Available Recipient Type		Selected Recipient Type
County Government	<<	State Government
City or Township Government		Local Government
Interstate	>>	Independent Schools District
Intermunicipal		State Controlled Institution of Higher Learning

Actual Funding Amount for this Competition		
	Min	Max
Anticipated Federal Funding for this Competition *	250000	500000
Required Federal Funding (in Dollars) per Application		
Cost Share (%) per Application		

Anticipated Competition Schedule

Pre-Application Due Date Time: PM

Application * Days after RFA Publication Date 30 Time: 05:00 PM

Anticipated Award Date * 190 Days after Application Due Date

[View Anticipated Competition Schedule](#)

Application Routing

☒ Workload -- State (Disabled) -- Program Element (Disabled) [Configure Routing](#)

If you are creating this competition, press Save before selecting the following links.

- [Review Events](#)
- [Special Award Conditions](#)
- [Minimum Requirements](#)
- [Application Instructions](#)

[Save](#) [Save & Continue](#) [Cancel](#)

Building a Competitive RFA- (Application Package)

1. From the first drop down menu, select a Form Family
2. From the second drop down menu, select a Template
3. Click **Save**

Application Package

Select a Form Family : * SF-424

Select a Template : * NOAA - SF 424 v2 only

Mandatory Forms

SF-424

Optional Forms

Other Attachments Form

Save **Cancel**

For Non-Competitive RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the short description.

Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.

Attachments:

4. If you wish to specify another document you want the applicant to submit (that is not listed under Available Forms), click the **Attachments** link
5. **Browse** for the file you wish to attach, and enter a brief *description*
6. Click **Save Attachment**

Attachments:

No attachments.

Add new Attachment: [-]

Filename: * **Browse...**

Description: *

Spell Check

Internal use only ☐

Save Attachment

Building a Competitive RFA- (Application Package)

7. Once you are satisfied with the Application Package section, and the selected forms/documents, click **Save**

The screenshot shows a web form titled "Application Package". At the top, a blue message states "Save was successful." Below this, there are two dropdown menus: "Select a Form Family : *" with "SF-424" selected, and "Select a Template : *" with "NOAA - SF 424 v2 only" selected. Under the heading "Mandatory Forms", "SF-424" is listed. Under "Optional Forms", "Other Attachments Form" is listed. At the bottom left, there are two buttons: "Save" (highlighted with a red box) and "Cancel" (highlighted with a green box). Below the buttons, a note states: "For Non-Competitive RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf." At the very bottom, there is a section labeled "Attachments:" with a folder icon.

8. Once you click **Save**, you must click **Cancel** to return to the *Competitive RFA Details* screen.



- Note:**
1. Nearly all NOAA opportunities have a standard application package consisting of: 424, 424a, 424b and CD511
 2. CD346 and SFLLL are optional forms, however certain applicants will have to complete those forms and add them to the proposal package
 3. The CD346 is not available in Grants.gov, so you as a program officer must inform applicants to get that form from DOC forms library and attach a completed version to their proposal package.
 4. For construction package the 424c and 424d would be used in lieu of 424a and 424b
 5. A standard application package includes project narrative and budget narrative files – these are not forms, they are whatever the applicant wishes to upload
 6. Steve Drescher uses one of the standard application package formats when uploading to Grants.gov, therefore, if you have something specific needed, make sure you let him know via email.

Special Award Conditions

This section allows you to identify any Special Award Conditions (SAC) that will be applied to every recipient under this RFA. This is not a required field and should be used if only you need to identify a SAC that will apply to all recipients under this RFA

Building a Competitive RFA- (Special Award Conditions)

1. To specify or view Special Award Conditions, click on the **Special Award Conditions** link *(If your RFA does not require any Special Award Conditions, skip to page 64)*

Competition Name * Competitive FPO Manual		Fiscal Year * 2005	
Competition Type * <input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		Competition Manager * Charles Peterson	

Available Recipient Type		Selected Recipient Type
County Government	<<	State Government
City or Township Government	>>	Local Government
Interstate		Independent Schools District
Intermunicipal		State Controlled Institution of Higher Learning

Actual Funding Amount for this Competition		
	Min	Max
Anticipated Federal Funding for this Competition *	250000	500000
Required Federal Funding (in Dollars) per Application		
Cost Share (%) per Application		

Anticipated Competition Schedule

Pre-Application	Due Date		Time:		PM
Application *	Days after RFA Publication Date	30	Time:	05:00	PM
Anticipated Award Date *	190	Days after Application Due Date			

[View Anticipated Competition Schedule](#)

Application Routing

☒ Workload -- State (Disabled) -- Program Element (Disabled) [Configure Routing](#)

If you are creating this competition, press Save before selecting the following links.

Review Events	Minimum Requirements
Special Award Conditions	Application Instructions

[Save](#)
[Save & Continue](#)
[Cancel](#)

Building a Competitive RFA- (Special Award Conditions)

1. Click on the **Create From Scratch** link

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

No available Special Award Conditions found.

Save and Return

Cancel

Building a Competitive RFA- (Special Award Conditions)

2. Enter the Name (required)
3. Enter the Description (required)
4. Click **Save** to capture the changes and stay on this screen OR click **Done** to capture the changes and go back to the previous screen
 - a. Click **Cancel** to leave the screen without making any changes

Special Award Condition Details

Name: *

Description: *

The applicant must provide proof that...

40 / 4000

Building a Competitive RFA- (Special Award Conditions)

5. There is now a Special Award Condition established for this RFA. If you would like to edit the SAC, click **Edit**. If you want to delete it, click **Delete**.
6. You can select **Create From Scratch** to identify another SAC, or select **Save and Return** to continue creating your RFA

RFA Header Information			
Document ID:	2052225	CFDA Number:	11.417
Announcement Type:	Initial	SubProgram:	None
Funding Opportunity Number:	OAR-SG-2007-2000915	Assigned Program Office:	OAR National Sea Grant College
Line Office:	Oceanic and Atmospheric Research (OAR)	Assigned Program Officer:	Mr. Dorn W. Carlson
RFA Name:	Copy3 of Ballast Water Technology Demonstration Program (Research, Development, Testing and Evaluation Facility)		Anticipated Publication Date:
Fiscal Year:	2007		04/08/2007
Competition Number:	2052226	Competition Name:	Copy of Ballast Water Technology Demonstration Program (Research, Development, Testing and Evaluation Facility)
Anticipated Application Due Date:	01/06/2006		

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
test	test	Edit Delete

Save and Return

Cancel

Review Event

Although Review Events currently occur outside the Grants Online system, you are still required to create a Review Event during the competitive RFA building process. The following pages detail a workaround that allows for you to skip many of the steps associated with performing a “dummy” review in Grants Online.

Building a Competitive RFA- (Review Event)

1. Click on the **Review Events** link

Competition Name * Competitive FPO Manual		Fiscal Year * 2005	
Competition Type * <input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		Competition Manager * Charles Peterson	
Available Recipient Type County Government City or Township Government Interstate Intermunicipal		Selected Recipient Type State Government Local Government Independent Schools District State Controlled Institution of Higher Learning	
Actual Funding Amount for this Competition		Min Max Anticipated Federal Funding for this Competition * 250000 500000 Required Federal Funding (in Dollars) per Application Cost Share (%) per Application	
Anticipated Competition Schedule Pre-Application Due Date Time: PM Application * Days after RFA Publication Date 30 Time: 05:00 PM Anticipated Award Date * 190 Days after Application Due Date View Anticipated Competition Schedule			
Application Routing <input checked="" type="radio"/> Workload -- State (Disabled) -- Program Element (Disabled) Configure Routing			
If you are creating this competition, press Save before selecting the following links.			
Review Events Special Award Conditions		Minimum Requirements Application Instructions	
Save		Save & Continue	
Cancel			

Building a Competitive RFA- (Review Event)

2. Click on **Add New>>**

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A welcome message for Charles Peterson is displayed. The main content area is titled 'RFA Header Information' and contains the following details:

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL OFFICE
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/10/2005
Fiscal Year:	2005		
Competition Number:	103786	Competition Name:	Competitive FPO Manual
Anticipated Application Due Date:	30		

Below the header information, there is a section for 'Review Events' which states 'No review events have been defined.' A red box highlights the 'Add New >>' link.

3. Enter Review Event Name
4. Select Review Basis
 - a. As long as we are conducting reviews outside the system, you should select Independent Individual Merit – regardless of the type of review you are actually performing
5. Click **Save**

The screenshot shows the 'Review Event Information' section of the NOAA Grants Online interface. The 'RFA Header Information' is repeated at the top. Below it, the 'Review Event Information' section contains the following fields:

Review Event Name:*	FPO Competitive Manual
Review Basis: *	Independent Individual Merit

A red box highlights the 'Save' button at the bottom left of the form.

Building a Competitive RFA- (Review Event)

6. Enter Anticipated Review Start Date (cannot be before application due date)
7. Enter Anticipated Review End Date



Note: You can set the Review Event Start and End dates to meet your needs, however in order for the workaround to function properly the Review Event CANNOT be set to begin in the past.

Review Event Information

Review Event Name: *
Review Basis: * Primary Scoring Method: *
Summary Score Determination: * Cutoff Score:
Anticipated Review Start Date: * Anticipated Review End Date: *

8. Select a scoring method, Quantitative or Qualitative (we recommend Quantitative for the purpose of the review event workaround)
9. Quantitative Scoring:
 - a. Percentage or Points
 - i. If you select Points, be sure to enter the total number of points in the Total Points box
10. Click the **Define Criteria** button to provide more detail about the scoring method

Quantitative Scoring

Quantitative Scoring Type: *
☐ Percentage
☒ Points Total Points:
☐ Neither

Qualitative Scoring:

No qualitative scoring methods have been defined.
[Add New >>](#)

Building a Competitive RFA- (Review Event)

11. Click **Add New>>** to define the point scoring criteria

Criteria for Quantitative Scoring - Points

No criteria have been defined.

Designated Total Points: 10.0

Add New >>

[<< Cancel](#) [<< Done](#)

12. Define first criteria
13. Provide Name
14. Enter Minimum Score
15. Enter Maximum Score
16. Enter a Description
17. Click **Save** to capture changes and continue on OR click **Cancel** to go back without saving your changes

Criteria for Quantitative Scoring - Points

Name: * Criteria 1

Minimum Score: * 1

Maximum Score: * 10

[Spell Check](#)

Description: * Enter description of criteria here

34 / 4000 [Spell Check](#)

Save [Cancel](#)

Building a Competitive RFA- (Review Event)

18. If you need to add more criteria click **Add New>>**
19. If you need to edit or delete the criteria click **Edit** or **Delete**
20. You may also reorder the priority of the criteria by clicking **Reorder>>**
21. Once you are finished entering the criteria for the Review Event, click **<<Done** (This will take you back to the Review Event details page)
22. If you would like to go back to the Review Event details page, click **<<Cancel**

Criteria for Quantitative Scoring - Points

Priority Order	Name	Minimum Score	Maximum Score	Edit	Delete
1	Criteria 1	1	10	Edit	Delete

Sum of Maximum Scores: 10.0
Designated Total Points: 10.0

[Add New >>](#)
[Reorder >>](#)
[<< Cancel](#) [<< Done](#)

Building a Competitive RFA- (Review Event)

23. Enter the Reviewer Instructions in the text box provided
24. Click **Save** to capture the changes and stay on this screen
25. Click **Save & Continue** to continue working on the RFA



Note: If you receive a red error message at the top of the screen be sure to make the necessary changes and click SAVE before moving on, otherwise your edits will not be captured

Review Event Information

Review Event Name:*	FPO Competitive Manual		
Review Basis: *	Independent Review	Primary Scoring Method: *	Quantitative -- Points
Summary Score Determination: *	Mean	Cutoff Score:	
Anticipated Review Start Date:*	05/12/2005	Anticipated Review End Date:*	05/15/2005

Quantitative Scoring
Quantitative Scoring Type: *
-- Percentage (Disabled)
☒ Points Total Points: 10
-- Neither (Disabled)

Define Criteria

Qualitative Scoring:
No qualitative scoring methods have been defined.
[Add New >>](#)

Reviewer Instructions
Enter instructions that you would normally send to the reviewers here - FALD will review these at a later date

Building a Competitive RFA

26. Independent Review page displays Navigate to Associated Documents and click on the link next to RFA

Independent Review

Id: 2019980
Creator: [Elisabeth Morgan](#) **Create Date:** 11/22/2005
Status: **Status Date:** 11/22/2005
Last Edited User: [Elisabeth Morgan](#)

Action:

Your Comments:

Attachments:

RFA Header Information

Document ID:	2019961	CFDA Number:	11.419
Announcement Type:	Initial	SubProgram:	NOS Office of Ocean and Management (OCRM)
Funding Opportunity Number:	NOS-OCRM-2007-2000462	Assigned Program Office:	Ms. Elisabeth Morgan
Line Office:	National Ocean Service (NOS)	Assigned Program Officer:	Ms. Elisabeth Morgan
RFA Name:	Coastal and Estuarine Land Conservation Program -- FY2007 Priority List	Anticipated Publication Date:	11/28/2005
Fiscal Year:	2007		
Competition Number:	2019962	Competition Name:	Coastal and Estuarine Land Conservation Program -- FY2007 Priority List
Anticipated Application Due Date:	12/30/2005		

Sub Documents

One item found. 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Review Summary Scores	2019980	Review Summary Scores	N/A	03/15/2007	N/A	In Progress	03/15/2007

Export options: [Excel](#)

Associated Documents

2 items found, displaying all items. 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
RFA	2019961	Coastal and Estuarine Land Conservation Program --...	Elisabeth Morgan	11/22/2005	Dennis Seem	Published	01/06/2006	Elisabeth Morgan
Competition	2019962	Coastal and Estuarine Land Conservation Program --...	Elisabeth Morgan	11/22/2005	Dennis Seem		11/01/2006	

Export options: [Excel](#)

Building a Competitive RFA- (FFO and Omnibus Synopsis)**FFO and Omnibus Synopsis**

Each competitive RFA requires the creation of an FFO and an Omnibus. Those documents will be published on Grants.gov and will provide the applicants with the instructions for applying to this RFA. You will want to make sure your information is as accurate as possible, as FALD will be reviewing these documents before they are published on Grants.gov

1. The *RFA Header* page now displays
2. Click on the **Go to RFA Details Page>>** link

RFA
Id: 103784
Creator: Charles Peterson **Create Date:** 05/09/2005
Status: RFA Creation In Progress **Status Date:** 05/09/2005
Last Edited User: Charles Peterson
[Go to RFA Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGION
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus P
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/10/2005
Fiscal Year:	2005		

Sub Documents
2 items found, displaying all items.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Competition	103786	Competitive FPO Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/09/2005
Review Event	103787	FPO Competitive Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/09/2005

Associated Documents
Nothing found to display.

Additional Documents
Nothing found to display.

Associated Attachments
Nothing found to display.

Building a Competitive RFA- (FFO and Omnibus Synopsis)

- Click on the **Create Publication(s)** button to start working on the FFO and Omnibus Synopsis

Competitive RFA Details

RFA Header Information

Document ID	103784	Announcement Type	Initial
Line Office *	NATIONAL MARINE FISHERIES SERVICE	Funding Opportunity Number	NMFS-SERO-2005-100312
RFA Name *	Competitive FPO Manual		
Fiscal Year *	2005	Anticipated Publication Date *	05/10/2005
Assigned Program Office *	SOUTH EAST REGIONAL OFFICE - NMFS	Assigned Program Officer *	Peterson, Charles
CFDA Number *	11.433 - MARINE FISHERIES INITIATIVE		
Sub Program	SE Competitive		

RFA Supplementary Information

Anticipated Funding Amount \$	1,000,000.00	Actual Funding Amount \$	
	Min	Max	
Anticipated Award Amount \$	250,000.00	500,000.00	
Anticipated Number of Awards	1	4	

Selected Addresses:

Street Address	City, State, Zip
1315 East-West Highway	Silver Spring, MD 20910

[Add/Edit](#)

Selected Contacts:

Contact Name	Phone	Address	Email
Mr. Charles Marcus Peterson	301-713-0105	1315 East-West Highway, Silver Spring, MD 20910	charles.peterson@noaa.gov

[Add/Edit](#)

Program Elements/Funding Priorities:

No Program Elements/Funding Priorities Available

[Add/Edit](#)

Competitions:

Press Save before selecting the following link(s)

Competition Name	Actions
Competitive FPO Manual	Edit Delete

[Add New](#)

[Save](#)
[Create Publication\(s\)](#)
[Save & Continue](#)
[Cancel](#)

Building a Competitive RFA- (FFO and Omnibus Synopsis)

Create Publications

Please read the appropriate [guidance documents](#) before filling out the fields below.

Executive Summary

Federal Agency Name

Funding Opportunity Title

Regulatory Information Number (RIN)

Announcement Type

FFO Number

Catalog of Federal Domestic Assistance (CFDA) Number

Dates *(empty)*

Funding Opportunity Description *(empty)*

Full Text of Announcement

I. Funding Opportunity Description

A. [Program Objectives](#) *(empty)*
 B. [Program Priorities](#) *(empty)*
 C. [Program Authority](#) *(empty)*
 D. [Cost Principles](#) *(empty)*

II. Award Information

A. [Funding Availability](#) *(empty)*
 B. [Project/Award Period](#) *(empty)*
 C. [Type of Funding Instrument](#) *(empty)*

III. Eligibility Information

A. [Eligible Applicants](#) *(empty)*
 B. [Cost Share or Matching Requirement](#) *(empty)*
 C. [Other Criteria that Affect Eligibility](#) *(empty)*

IV. Application and Submission Information

A. [Address to Request Application Package](#) *(empty)*
 B. [Content and Form of Application](#) *(empty)*
 C. [Submission Dates and Times](#) *(empty)*
 D. [Intergovernmental Review](#) *(empty)*
 E. [Funding Restrictions](#) *(empty)*
 F. [Other Submission Requirements](#) *(empty)*

V. Application Review Information

A. [Evaluation Criteria](#) *(empty)*
 B. [Review and Selection Process](#) *(empty)*
 C. [Selection Factors](#) *(empty)*
 D. [Anticipated Announcement and Award Dates](#) *(empty)*

VI. Award Administration Information

A. [Award Notices](#) *(empty)*
 B. [Administrative and National Policy Requirements](#) *(empty)*
 C. [Reporting](#) *(empty)*

VII. Agency Contacts *(empty)*

VIII. Other Information *(empty)*

Please note, this will also create an Omnibus Synopsis and you must initiate workflow on it.

4. Create Publications screen appears
5. Click on each of the mandatory hyperlinks to enter information.

Building a Competitive RFA- (FFO and Omnibus Synopsis)



Note: FALD will not clear the document unless each category is addressed.

6. When you click on the link, a text box opens →
7. Data is pulled in from your RFA – check data for accuracy
8. Enter additional data if necessary
9. Click **Save**



Note: Each text box must have some text in it before you can successfully save. If you do not wish to add anything, type N/A

10. Repeat steps 6-9 for all twenty-three mandatory fields
11. Once you have entered all the information, click the **Save and Return to Main** button at the bottom of the *Create Publications* page

Publication Text

Dates

Anticipated Publication Date: 5/11/2005

Competition: Competitive FPO Manual

Anticipated Award Date: 11/19/2005

Application Due Date: 5/13/2005

Save

Spell Check

Cancel

Building a Competitive RFA- (FFO and Omnibus Synopsis)

12. New buttons now display at the bottom of the screen

Save

- This button allows you to capture changes made on this screen

View Report

- This button will open a word document, whereby you are able to view all of the information provided in the links below. You do NOT want to make changes to the word document, as they will not be captured. Be sure to make changes under the specific link, shown in the picture below. This button will also initiate workflow.

Cancel

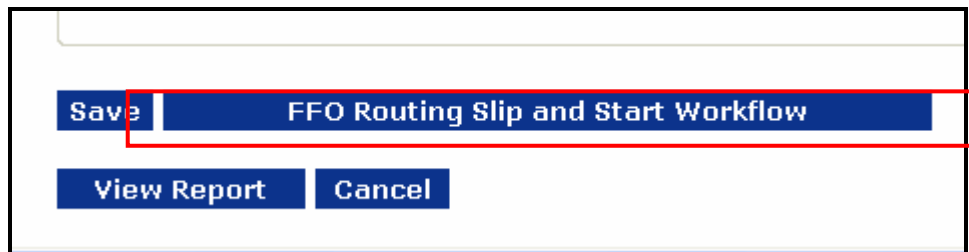
- This button will take you out of this page and back to the FFO header screen

13. Once you are confident the FFO is ready for review, click the **FFO Routing Slip and Start Workflow** button



Warning!

Once you click FFO Routing Slip and Start Workflow, workflow is initiated and a task is sent to your inbox



Note: The RFA Publisher recommends that the user not start the FFO workflow at this time, but first create the Synopsis and start its workflow, then return to the FFO to start its workflow. This is because there are stricter time constraints on the Synopsis to have it ready for publication.

Building a Competitive RFA- (FFO and Omnibus Synopsis)

14. The Routing Slip page now appears – Here you have the ability to add an Optional Reviewer or RFA Publisher
15. Select **Find User**

RFA >> Search RFAs >> RFA >> Federal Funding Opportunity

RFA Header Information

Document ID:	2053563	CFDA Number:	11.419
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOS-OCRM-2008-2000828	Assigned Program Office:	NOS Office of Ocean and Coastal Resource Management (OCRM)
Line Office:	National Ocean Service (NOS)	Assigned Program Officer:	Ms. Elisabeth Morgan
RFA Name:	Coastal and Estuarine Land Conservation Program -- FY2008 Priority List	Anticipated Publication Date:	08/31/2006
Fiscal Year:	2008		

Routing Slip

An RFA can be sent for optional review. You may select one or more person(s) from the list below as optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate package posting. Nothing found to display.

All members of the Federal Assistance Law Division (FALD) will receive a task to review this document. One FALD user ownership of the review task and all further FALD tasks for this document will be assigned to that person.

Participant Name	User Name	Organization Name
FALD		NOS Office of Ocean and Coastal Resource Management (OCRM)

Currently this is a representative from the Grants Management Division who reviews the RFA and posts the opportunity competitive RFAs, this role may also be responsible for publishing the Federal Register Notice and Omnibus extract.

Participant Name	User Name	Organization Name	Action
RFA Publisher	Janet Johnson Russell	NOS Office of Ocean and Coastal Resource Management (OCRM)	Remove

Add User to Step:

Optional Reviewer

Building a Competitive RFA- (FFO and Omnibus Synopsis)

16. Input the name of the person you wish to add
17. Select **Search**
18. To choose the person you wish to add press the **Select** link

Search Users

Please leave all fields empty to search for all results

Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

Search **Cancel**

13 items found, displaying all items.1

Action	Name	Organization	Title	Primary Phone	Primary Address	Em
Select	Christensen, John	NOS National Center for Coastal Ocean Science (NCCOS)		00000	00000, 000, 00 00000 UNKNOWN	tes

19. Now select **Add User**
20. Click **Save Route**
21. Click **Start Workflow**.

Add User to Step:

Optional Reviewer **Find User** **Add User**

Save Route **Start Workflow** **Cancel**

Microsoft Internet Explorer

WARNING: Once you initialize this route, you will not be able to modify it.

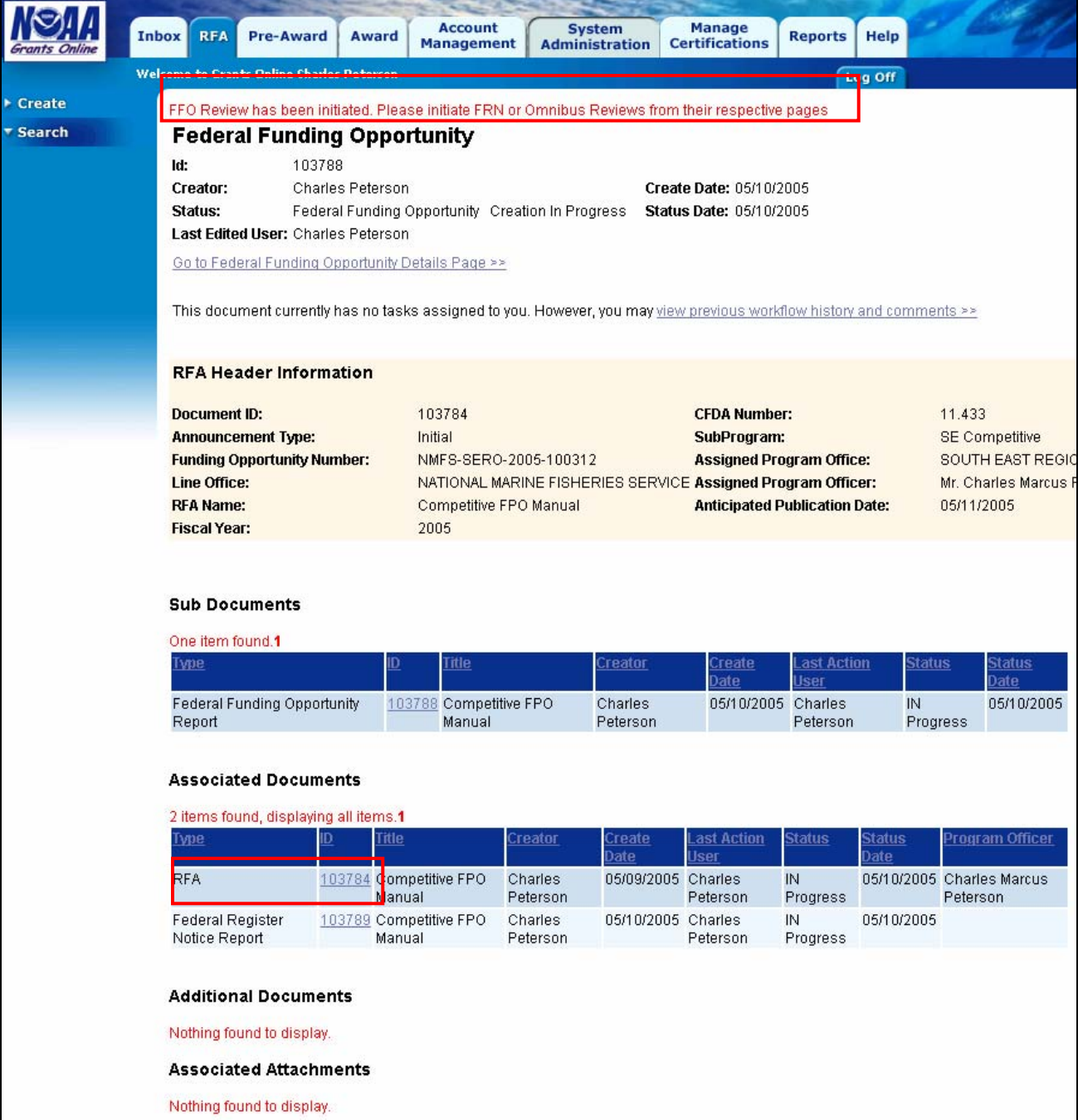
OK **Cancel**

22. The Federal Funding Opportunity header page appears

Building a Competitive RFA- (FFO and Omnibus Synopsis)

- a. Notice the message informing you that the FFO review has been initiated

23. Navigate down to the Associated Documents and click on the **RFA** link



NOAA Grants Online

[Inbox](#) [RFA](#) [Pre-Award](#) [Award](#) [Account Management](#) [System Administration](#) [Manage Certifications](#) [Reports](#) [Help](#)

Welcome to Grants Online Charles Peterson [Log Off](#)

FFO Review has been initiated. Please initiate FRN or Omnibus Reviews from their respective pages

Federal Funding Opportunity

Id: 103788
Creator: Charles Peterson **Create Date:** 05/10/2005
Status: Federal Funding Opportunity Creation In Progress **Status Date:** 05/10/2005
Last Edited User: Charles Peterson

[Go to Federal Funding Opportunity Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGION
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/11/2005
Fiscal Year:	2005		

Sub Documents

One item found. **1**

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Federal Funding Opportunity Report	103788	Competitive FPO Manual	Charles Peterson	05/10/2005	Charles Peterson	IN Progress	05/10/2005

Associated Documents

2 items found, displaying all items. **1**

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
RFA	103784	Competitive FPO Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/10/2005	Charles Marcus Peterson
Federal Register Notice Report	103789	Competitive FPO Manual	Charles Peterson	05/10/2005	Charles Peterson	IN Progress	05/10/2005	

Additional Documents

Nothing found to display.

Associated Attachments

Nothing found to display.

Building a Competitive RFA- (FFO and Omnibus Synopsis)

24. Note that under Sub Documents, there are now 4 documents found. Navigate to the second screen under Sub Documents to find the Omnibus Synopsis

25. Click on the link by the Omnibus Synopsis

Competitive RFA Details

RFA Header Information

Document ID:	2014975	CFDA Number:	11.417
Announcement Type:	Initial	SubProgram:	None
Funding Opportunity Number:	OAR-SG-2007-2000354	Assigned Program Office:	OAR National Sea Grant Program (SG)
Line Office:	Oceanic and Atmospheric Research (OAR)	Assigned Program Officer:	Dr. Nikola Marie Garber
RFA Name:	Knauss 2007	Anticipated Publication Date:	06/30/2005
Fiscal Year:	2007		

Sub Documents

5 items found, displaying all items.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Applications Report	2014975	Applications Report					
Competition	2014976	Knauss 2007	Nikola Garber	06/27/2005	System Account		04/03/2006
Review Event	2014977	Knauss	Nikola Garber	06/27/2005	Nikola Garber	RFAReviseActions - Not Started	07/07/2005
Federal Funding Opportunity	2014978	Knauss 2007	Nikola Garber	06/27/2005	System Account		11/20/2006
Omnibus Synopsis	2014979	Knauss 2007	Nikola Garber	06/27/2005	System Account		11/20/2006

Building a Competitive RFA- (FFO and Omnibus Synopsis)

26. The *Omnibus Synopsis* details page appears
27. Click on the **Go to Omnibus Synopsis Details Page>>** link

Omnibus Synopsis
Id: 2014979
Creator: [Nikola Garber](#) **Create Date:** 06/27/2005
Status: **Status Date:** 11/20/2006
Last Edited User: System Account
[Go to Omnibus Synopsis Details Page >>](#)
This document currently has no tasks assigned to you.
[View the routing slip >>](#)

▶ **Workflow History**

📎 **Attachments:**

RFA Header Information

Document ID:	2014975	CFDA Number:	11.417
Announcement Type:	Initial	SubProgram:	None
Funding Opportunity Number:	OAR-SG-2007-2000354	Assigned Program Office:	OAR National Sea (SG)
Line Office:	Oceanic and Atmospheric Research (OAR)	Assigned Program Officer:	Dr. Nikola Marie C
RFA Name:	Knauss 2007	Anticipated Publication Date:	06/30/2005

Building a Competitive RFA- (FFO and Omnibus Synopsis)


28. Omnibus Synopsis screen appears
29. Follow the same process (steps 6-9) that you went through for the FFO
30. Click Save to Capture your changes
31. Click FFO Routing Slip and Start Workflow to initiate review of the FRN



Warning!

Once you click FFO Routing Slip and Start Workflow, workflow is initiated and a task is sent to your inbox

Omnibus Synopsis

Please click on this icon to view the audit trail on this Omnibus: 

Please read the appropriate [guidance documents](#) before filling out the fields below.

Regulatory Information
 Number (RIN)
 FFO Number OAR-SG-2007-2000354

Synopsis

Funding Opportunity Title

- I. [Summary Description](#)
- II. [Funding Availability](#)
- III. [Statutory Authority](#)
- IV. [Catalog of Federal Domestic Assistance \(CFDA\) Number 11.417, Sea Grant Support](#)
- V. [Application Deadline](#)
- VI. [Address for Submitting Proposals](#)
- VII. [Information Contacts](#)
- VIII. [Eligibility](#)
- IX. [Cost Sharing Requirements](#)
- X. [Intergovernmental Review](#)

Save

FFO Routing Slip and Start Workflow

View Report

Cancel

Building a Competitive RFA- (Publishing the RFA)

1. Click on your inbox tab and go to your tasks
2. You have two tasks to Review – one for the Omnibus Synopsis and one for the FFO

3. Click **View** by the task you wish to act on
4. The Task Screen appears
5. There are three options in the action dropdown
 - a. Approve – approves the document and will send to FALD for review
 - b. Return for Revisions –Allows the user to return the FFO or Synopsis to the RFA Creator. This step is for an Optional Reviewer who is NOT the same as the RFA Creator.
 - c. View Details – allows you to view the specifics on the FFO/Omnibus. This step also allows the user to make changes before moving the document forward in the workflow.
6. Select an action (select approve if you are ready to forward to FALD for review) and click **Submit**

Once FALD approves the FFO and Synopsis, The RFA Publisher will receive tasks to review, approve, and publish/post these documents. The FFO will be posted to Grants.gov. Before the Synopsis is published, it will be linked to an Omnibus FRN which will then be sent for publication. Once published, the RFA Publisher will enter the actual publication date into the Grants Online RFA details screen.

Version 2.12

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